

California Franchise Tax Board

STATE OF CALIFORNIA STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) (SUPERVISOR) FRANCHISE TAX BOARD OPEN EXAMINATION — SPOT SACRAMENTO

FRANCHISE TAX BOARD
P.O. Box 550
Sacramento, CA 95812-0550
ATTN: Exam Section, (916) 845-3608
TDD is **Telecommunications Device for the Deaf.**
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

CONTINUOUS TESTS – HOW TO APPLY

Applications (Form 678) will be accepted continuously as applicants meet the requirements listed below and may be filed:

In Person:	By Mail:
Franchise Tax Board	ATTN: Exam Section
9645 Butterfield Way	Franchise Tax Board
Exam Section	PO Box 550
Room 1024B	Sacramento CA 95812-0550
Sacramento, CA 95827	

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

CUT-OFF DATE: April 21, 1999

Applications (Form 678) must be **POSTMARKED** no later than the cut-off date. Applications postmarked, personally delivered or received via inter-office mail after the cut off date will be held until the next exam.

If you wish to apply for STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) and STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR), you may file for both exams on a single application. If applying for both (Specialist) and (Supervisor), be sure to include both titles on your application.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE:

Staff Information Systems Analyst (Specialist) \$3977 – \$4797
Staff Information Systems Analyst (Supervisor) \$4077 – \$4918
Salary Range as of 4/1/99.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Franchise Tax Board. Names of successful competitors are merged onto the list in order of final scores, regardless of date. A candidate may only test once in a 12-month period. Eligibility expires 12 months; competitors may then retest to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

Either I

One year of experience in the California state service, performing the duties of an Associate Information Systems Analyst (Specialist), or an Associate Information Systems Analyst (Supervisor). (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.) **or**

Two years of experience in California state service performing the duties of an Associate Programmer Analyst (Specialist), or Associate Programmer Analyst (Supervisor).

Or II

Four years of progressively responsible analytical experience above the trainee level performing a variety of electronic information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with data processing systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, at least two years of which shall have included responsibility for analyzing operational methods and designing electronic information processing systems to meet desired results.

Or III

Two years of experience as described in Pattern II above, and 30 semester units of graduate work in management information systems or computer science related courses.

Experience requirement: State experience applied toward Pattern II must include at least one year performing the duties of the class in the promotional Pattern I.

Education: The following education is required when general experience is used to qualify at this level: Equivalent to graduation from college with a minimum of 24 semester or 36 quarter units in management information systems or computer science courses.

THE POSITION

Staff Information Systems Analyst (Specialist), under general supervision, acts as a project leader on complex electronic information processing studies or systems, works on complex electronic information processing systems problems, and serves as the advance technical specialist performing complex analytical studies and activities on complex electronic information processing systems, projects, and/or teleprocessing networks/systems.

Staff Information Systems Analyst (Supervisor), is the working supervisor level. Under general supervision, supervises a small staff of analysts performing a wide variety of analytical activities in support of complex electronic information processing systems and/or teleprocessing networks/systems.

Position(s) exist(s) in Sacramento only.

EXAMINATION INFORMATION

Supplemental Application — Weighted 100.00%

Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will receive a supplemental application designed to elicit a range of specific information regarding each candidate's knowledge, abilities and potential to effectively perform the duties relative to the classification. **It is anticipated that the supplemental application will be delivered in May 1999, to qualifying candidates.** RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.

Scope:

Successful candidates should demonstrate knowledge of:

1. Principles of public administration, organization and management.
2. Electronic information processing systems equipment, software, and practices.
3. Analytical techniques.
4. Technical report writing.

(Continued on back)

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) EXAM CODE: 9FT31 (01) LM86 1312
STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR) EXAM CODE: 9FT31 (02) LM84 1316

CONTINUOUS FILING

SUPERVISORY CANDIDATES ONLY:

5. Principles of personnel management, supervision and training.
 6. The department's Affirmative Action Program Objectives.
 7. A manager's role in the Affirmative Action Program and the processes available to meet Affirmative Action objectives.
- B. Ability to:
1. Analyze data and situations, identify and solve problems, reason logically and draw valid conclusions.
 2. Develop effective solutions.
 3. Apply creative thinking in the design of methods of processing data with electronic computers.
 4. Monitor and resolve problems with information processing systems hardware, software and processes.
 5. Establish and maintain effective working relationships with others.
 6. Communicate effectively.

SUPERVISORY CANDIDATES ONLY:

7. Supervisor technical personnel and effectively contribute to the department's Affirmative Action Objectives.

RECOMPETITION RESTRICTIONS

1. Unsuccessful competitors who wish to recompete must wait at least 12 months from the date they applied for the exam with that department. Candidates are not restricted from interviewing with other departments during the testing period.
2. Successful competitors will establish list eligibility for 12 months and are restricted during their 12-month eligibility period from recompeting with the department with which eligibility is established. Candidates are not restricted from interviewing with other California state departments during the testing period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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